



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

1 August 2024

Appointment of SENIOR MANAGER - ADMINISTRATION

The Institute of Actuaries of India (IAI) is a statutory body established by an Act of Parliament, viz. The Actuaries Act, 2006 for regulating the profession of Actuaries in India. The nodal ministry for the Institute is Department of Financial Services, Ministry of Finance.

The affairs of the IAI are managed by a Council in accordance with the provisions of the Actuaries Act, 2006. The Council consists of 12 elected fellow members and 4 persons nominated by Central Government. Currently, two government nominees are from Department of Financial Services and one from Insurance Regulatory Development Authority.

IAI, is inviting applications for the post of “Senior Manager - Administration”.

Job Summary

We are seeking an experienced and dedicated Administrative Manager to oversee and manage the smooth functioning of our office facilities and operations. The ideal candidate will be responsible for maintaining building infrastructure, fixtures, and furniture, ensuring the highest standards of hygiene and cleanliness, supervising housekeeping staff, and managing various administrative tasks. This role is critical in supporting the organization’s operational efficiency and creating a conducive work environment for all staff members.

Key Responsibilities

1. Building and Facility Management

- Plan, coordinate and manage all administrative procedures and systems to ensure that daily office operations are performed in a seamless and efficient manner.
- Ensure the office is opened and closed as per the scheduled timings.
- Manage meeting room arrangements and other logistical requirements.
- Co-ordination and management of external stakeholders for administrative activities.



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- Maintain and oversee the office condition including housekeeping, pest control, hygiene, electrical and mechanical, sanitary and plumbing, space management, carpentry, masonry, furniture, painting etc. and ensure repairs are attended on time.

2. Housekeeping and Hygiene:

- Supervise housekeeping staff to ensure high standards of hygiene and cleanliness.
- Oversee the cleaning and maintenance of washrooms.
- Ensure the cafeteria is clean and services provided to staff are efficient and satisfactory.

3. Operational Compliance and Record Management:

- Develop and manage administrative policies, processes and regulations to ensure efficient workflows.
- Ensure compliance with standard operating practices.
- Maintain accurate and up-to-date records of all administrative activities.
- Manage the destruction of old records in accordance with the organization's policy.
- To maintain proper record of company assets.
- Monitor outcomes of processes and workflows and continue to identify new methods to streamline workflows, reduce overhead costs or improve productivity.

4. Staff Onboarding and Support:

- Coordinate logistical arrangements for onboarding new staff members.
- Provide necessary support for celebrations and meetings, including catering and setup.
- Manage and train such as receptionists, clerks or administrative assistants and other administrative employees.

5. Maintenance and Security:

- Oversee pest control measures to ensure a safe and hygienic workplace.



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- Manage security protocols and ensure the safety of the premises.
- Implement effective waste disposal and management practices.

6. Procurement and Budget Management:

- Manage the procurement and maintenance of office supplies, furniture, fixtures and equipment to ensure their serviceability and AMC.
- Prepare and manage the administration budget, ensuring cost control and expense supervision.

7. Vendor Management

- Manage vendor contract and price negotiations with office vendors, service providers and other facilities management contracts. Ensure all contracts are duly renewed and maintained.
- Liaise with facility management vendors, including housekeeping, catering, couriers and security services.
- Ensure that all administrative items are invoiced on time. Ensure control and timely payment of the same to the vendors/service providers after approval of the competent authority.

8. Additional Responsibilities:

- Provide logistical support for company events and meetings.
- Perform other relevant duties as assigned to ensure the smooth operation of the office.

Qualifications

- **Education:** Bachelor's degree in Business Administration, Management, or a related field.
- **Experience:** Five to Eight years' prior experience in office administration and facilities management.
- **Skills:**
 - Leadership and team management skills.
 - Attention to detail and problem-solving abilities.
 - Ability to work independently and as part of a team.



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- Strong time management skills and ability to prioritize tasks.
- High level of integrity and professionalism.
- Familiarity with budget planning and enforcement

Personal Attributes

- Strong interpersonal skills and the ability to build relationships with stakeholders.
- Proactive and self-motivated with a positive attitude.
- Flexibility and adaptability to changing priorities and demands.
- Strong organizational and multitasking skills.
- Proficiency in Microsoft Office Suite and office management software.
- Knowledge of office procedures and compliance standards.

Age requirements

- Minimum Age - not less than 28 years
- Maximum Age - not more than 45 years

Working Conditions

- Permanent and full-time, based in Mumbai, India.
- Occasional travel may be required.
- Occasional need for flexibility in working hours for special events and meetings.

How to apply

Please send your Resume to vinita@actuariesindia.org Last date of submission of application is **31st August 2024**